**Exhibition Agreement for McNeil Building Gallery**

This is an agreement between Cortland Arts Connect and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Exhibition Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Exhibition Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The exhibiting artist will set up a time to hang the show with the gallery committee.

**Insurance:** Cortland Arts Connect and McNeil Development will not be liable for any loss or damage to the artwork. The artist is responsible for insuring artwork if desired.

The McNeil Building is open during business hours, 9am to 5pm, and locked after hours.

**Opening Reception:** Cortland Arts Connect will co-host one reception with exhibiting artists. The artist is responsible for refreshments. The opening date will be agreed upon by CAC and artist. A First Friday date is preferred but not necessary.

**Sales:** The artist is responsible for artwork sales. CAC does not take a commission on sales of artwork. The artist should make sure to display their contact information at the exhibit for potential buyers.

**Marketing:** Cortland Arts Connect will advertise the exhibit and artist on our McNeil Building Gallery page of the website, newsletter, First Friday and on social media. CAC issues a press release and adds to public calendars.

CAC will print a poster to put in the front window of the gallery and send the artist a digital copy for the artist’s promotion.

The artist will provide CAC with an artist statement and/or bio and an image. The artist agrees that these will be used for marketing purposes. The statement will accompany the exhibit.

Artist’s Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exhibiting Artist’s social media: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send required material (statement, bio, image) to admin@cortlandartsconnect.org

Artist’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CAC representative’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_